

10 April 1958

MEMORANDUM FOR: Chief, Division of Records Management
Department of State
Washington 25, D.C.

SUBJECT: Accountability Records

REFERENCE: Department of State Administrative Circular No. 122

1. There is attached a record of reproduction of State Department documents for other IAC agencies by CIA Library during the period 2 January - 31 March 1958. This information is supplied in accordance with the requirements of the referenced circular as interpreted by Mr. James P. Burke of your office in a discussion here on 11 February 1958.

2. Reports will be submitted in the future on a monthly basis. During this initial period, however, we had taken up with Mr. Burke directly, as well as with the Department's representative on the ABIP Standing Group on IAC Inter-Library Services, the circumstance that Paragraph One of the Circular disqualifies a high percentage of Department documents for "third-agency" reproduction this occurs because original dissemination specifies selected and not all IAC agencies as recipients. As a result inspection and negotiation costs occur which were not anticipated.

3. Our observation to Mr. Burke was that only a small percentage of the documents indicate community-wide dissemination but that any given IAC agency is omitted in the typical instance not as a denial of access but because that agency has been presumed to have no interest in the subject matter of the document. Mr. Burke agreed to investigate the use of a standard dissemination indicator which would automatically authorize document reproduction in the community whenever the intent to deny was not present. Pending a decision on this point, the effects of the IAC agreement on reproduction of documents will necessarily prove limited and the volume of transactions will continue small as in the initial period.

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4. We hope that a solution to this problem satisfactory to your Office and advantageous to the rest of the IAC community can be found.

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CIA Librarian

Attachment:

As stated above

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